



HONG KONG BAPTIST UNIVERSITY

Personal Information Collection Statement (PICS) for Recruitment

Please read the following carefully before you fill in the application form:

1. The personal data collected in this form will be used by the University to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorized to process the information for purposes relating to appointment.
2. Please complete all items on this form for selection purposes. Failure to provide these data may affect the processing and outcome of your application. This form should be typed or written in block letters. Please use separate sheets for details or explanations if necessary.
3. Applicants are requested to attach **photocopies** of certificates, transcripts and other relevant documents to support information on this form. These copies are not returnable and will be verified in due course.
4. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not more than 12 months. Thereafter, your application together with all materials you provide will be disposed of. When similar vacancies in the University arise during the period, we may transfer your application to them for consideration of employment.
5. Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Personnel Office, Hong Kong Baptist University, Kowloon Tong, Hong Kong; and quote the PR Reference No. in your letter.

Notes:

1. All information provided will be treated in **strictest confidence**.
2. Please return the completed form by mail to the **Personnel Office, Hong Kong Baptist University, Kowloon Tong, Hong Kong**.
3. Should you require acknowledgement of your application, please enclose a self-addressed and stamped envelope (size should at least be 4" x 9") together with your application materials.

✂ (please tear off)



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Dear Applicant,

We thank you for your interest in joining Hong Kong Baptist University. Your application for appointment is now receiving attention. Should it be shortlisted for further consideration, we would contact you in due course. The processing time may vary among positions and as a general rule (unless otherwise specified in the advertisement), you may assume your application unsuccessful if you do not hear from us within 6 months from the date of this acknowledgment.

PERSONNEL OFFICE

Acknowledgment of your application will be sent to you by confidential mail, please complete the following items:

Name _____

PR Ref _____

Address _____



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

EMPLOYMENT APPLICATION FORM

(Academic/Teaching, Managerial & Senior Staff Grades)

***Mission of the University** : Hong Kong Baptist University, as a community of scholars, is committed to a distinctive mission of higher education which incorporates teaching, research and service, and which inculcates in all who participate, a sense of value that extends beyond the mere acquisition of knowledge. The University seeks to foster and to achieve excellence, intellectual freedom, and the highest of ethical standards. These commitments have evolved from the University's heritage of Christian higher education within a Chinese cultural setting. As a result of this tradition, the University is committed to creating and maintaining an environment that develops and sustains the whole person in all these educational endeavours.*

PR Ref PR _____ / _____ - _____	Post Applied for	Department/Office	Date Available
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Ia. PERSONAL PARTICULARS

Surname <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Other Name	Name in Chinese
Correspondence Address		Off. Tel.
		Res. Tel.
		Pager/Mobile
E-mail		Fax No.
*Hong Kong Identity Card/Passport Number		Date of Birth

Language(s) Used	Your own Assessment	
	Written	Spoken
First Language		
Other Language(s)		

Ib. FOR OVERSEAS APPLICANTS ONLY

a.	If you are currently in Hong Kong, what kind of visa have you obtained from the Hong Kong Government:
	<input type="checkbox"/> Employment Visa <input type="checkbox"/> Dependant Visa <input type="checkbox"/> Others _____
b.	Visa Reference : _____
c.	Visa Expiry Date : _____

* Please delete as inappropriate

II. EDUCATION AND ACADEMIC QUALIFICATIONS

Dates (M/Y)		Full Name & Location of Tertiary Institutions Attended/Attending	Field of Study	Abbreviation <i>e.g. BA, PhD</i>	Qualifications Obtained <i>(Pls. indicate the abbreviation before description)</i>	Date of Award (M/Y)
From	To					

III. PROFESSIONAL QUALIFICATIONS

Membership obtained from professional association or public examination

Means of Attaining X: By Examination E: By Election S: By Subscription

Name of Association/ Professional Institution	Title Abb. <i>e.g. FHKSA, MHKIE</i>	Professional Title	Level Attained, if applicable	Means of Attaining	Conferred Date (M/Y)

IV. MAJOR RESEARCH WORK/PUBLICATIONS

Applicants applying for *academic* or *research* position, please attach a **publication list**, stating the followings:-

Title of Publication
 Date/Place of Publication
 Publisher

Applicants are also requested to send in samples of publications, preferably three best ones out of the most recent publications.

V. ADDITIONAL INFORMATION

(For example, other relevant computer knowledge, special skills, social/cultural activities, etc)

VI. WORK EXPERIENCE

(Please indicate if it is a part-time position)

Dates (M/Y)		Name of Organization/Employer	Position Held	Nature of Work/Duties
From	To			

VII. DETAILS OF PRESENT/LAST EMPLOYMENT

*Present/Last Basic Monthly Salary :			
Other Allowances/Bonus and Benefits : <input type="checkbox"/> Medical <input type="checkbox"/> Housing <input type="checkbox"/> Gratuity _____ %			
<input type="checkbox"/> Superannuation/Provident Fund : _____ % <input type="checkbox"/> Bonus : _____ % of salary <input type="checkbox"/> Others : _____			
Expected Salary :			
Next Incremental Month :			
Notice Period Required for Resignation :			
Have you ever served in Hong Kong Baptist University?		<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否	
If yes, please state period of service :			

* Please delete as inappropriate

VIII. REFERENCES

- a. The University will seek confidential reference on you once you are shortlisted for further consideration. Please provide details of two referees (preferably your former academic adviser/job supervisor) whom the University can invite to comment on your academic/professional suitability for the post:

Name _____ Position _____
Organization _____ Telephone _____
E-mail _____ Fax _____
Address _____

Name _____ Position _____
Organization _____ Telephone _____
E-mail _____ Fax _____
Address _____

- b. In the event of an offer of appointment, the University will approach your employer to confirm details of your present/last employment. Please provide the particulars of the contact person of your *present/last employer below:

Name _____ Position _____
Organization _____ Telephone _____
E-mail _____ Fax _____
Address _____

Note: You will be duly advised before your present/last employer is approached.

IX. DECLARATION

I declare that the information given above is correct and complete to the best of my knowledge, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Hong Kong Baptist University to contact my personal referees as provided in Section VIII above to comment on my suitability for the post applied for.

Date _____

Signature _____